



# ABBOT'S LEA SCHOOL

Headteacher: Mrs Ania Hildrey, FCCT, B.Ed(Hons), M.Ed, NPQH, NPQEL



16 December 2025

Dear Families,

## **Ref: Morning Arrival and Afternoon Collection – Important Reminder**

We have sadly seen a regular pattern of late arrivals in the morning and late collections in the afternoon. Unfortunately, this has a significant impact on our students' wellbeing and learning, as well as on the smooth and safe running of the school. Afternoon late collections have been significant at times, and far exceeded staff' contracted working hours, making it unsustainable.

We appreciate that traffic can be challenging; however, this is a known and expected factor, and we ask that journey times are planned accordingly to ensure punctual arrival and collection. We also understand that, at times, there will be serious emergencies, and we are always empathetic to those. Regular lateness, however, cannot become a norm and so, we thank you for your continued cooperation and support in helping us provide the best possible start and end to each school day for our students and a work-life balance for our staff team.

I therefore write to you with a couple of reminders and also clarification for this Friday's transport:

## **Morning Arrival and Afternoon Collection – Important Reminder**

To support a calm, safe, and well-organised school day for all our students, we would like to remind families of our agreed arrival and collection times.

### **Morning Arrival**

- School gates open at 8:30am
- Students are welcomed by staff from 8:45am
- All students must be in class by 9:00am
- For arrival after 9:00am - please report to Reception and await with the children in your charge for a staff member from their class or classes to arrive (please expect some delay).

### **Afternoon Collection**

- School gates open from 2:30pm
- Families collecting their child may do so from 2:30pm
- Students travelling by taxi or minibus will begin boarding from 2:45pm
- All students must be collected by 3:00pm

## **Important Information – End of Term Arrangements**

This week, all students will finish their education on **Friday, 19 December 2025 at 12:30pm.**

To support safe and efficient vehicle movement:

- Gates will open at 12:15pm to allow vehicles to line up and for student names to be sent to classes

- Students will begin boarding transport from 12:30pm
- **All students must be collected by 1:00pm**

Thank you, as always, for working with us to keep our school calm, safe, and well-organised, despite the obvious challenges of our location, access, and site limitations.

Yours sincerely



Mrs A Hildrey  
Headteacher